

Retention and Classification Report

Agency: Board of Education. Office of Education. Public Relations Section
(1934)
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

Records Officer Benjamin Rasmussen

12850 Publications

AGENCY: Board of Education. Office of Education. Public Relations Section

SERIES: 12850

3

TITLE: Publications

DATES: 1988-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10/20/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until publication and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until administrative need ends and then destroy.

APPRAISAL:

Administrative Historical

Disposition based on value of publications to the Utah Board of Education and in documenting news and matters related to Utah schools.

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TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public